

District 28 Music Parents Club
Event Fee Collection Form

Date: _____ Event: _____
Envelope: _____ of: _____

Collection Procedures:

1. Staple this form to the collection envelope.
2. Count Checks and Cash received and record the amounts below. *Please remember to safeguard cash received.*
3. Sign and submit form to MPC President or Treasurer. Please call or send an email to arrange for pick up of the Form and Fees at NBJH. Treasurer Contact Susie D'Orazi sdorazi@comcast.net or Susan Schueler susanschueler95@gmail.com

Checks:

Number of checks: _____

Total \$ of Checks: \$ _____

Cash:

Total Cash: \$ _____

Total \$ Collected: \$ _____

Group: _____

Description: _____

Submitted by: _____

Phone: _____

E-mail: _____

-----Treasurer's Notes-----

Date Collected: _____ Date Deposited: _____

Category Applied to: _____

Notes: _____